

PROJECT STATUS REPORT



To:	Sharon Novak	Date: Jan 20, 2006	Y	N																											
Client:	WA Office of Financial Management																														
Project Name:	Grants, Contracts Loans Feasibility Study	On Schedule:	Y																												
Prepared By:	Carol Baque	Within Budget:	Y																												
Period Covered:	Jan 23, 2006 – Jan 27, 2006	Change of Scope:		N																											
Activities Completed – Covered Period: Completed requirements interviews: Rick Seaborne (EPA) David Foster (HUD) Tim Sovold (Housing Finance Commission) Prepared minutes of most interviews; distributed Made slight changes to Project Plan document and re-distributed final version Continued draft of Requirements document: listed use cases and actors, began use case drafts Continued review of requirements to evaluate alternatives for Business Case Updated up project website Updated project plan																															
Activities Planned - Next Period: Complete requirements interviews: Rick Seaborne (EPA) David Foster (HUD) Tim Sovold (Housing Finance Commission) Complete drafts of use cases with functional requirements; distribute to agency focus group Conduct agency focus group review of functional requirements Continue Requirements document Send questions for Kreighan and Del on current agency costs and potential benefits Draft a high level analysis of SAP capabilities for use cases Identify candidate best of breed products Begin draft of Business Case document Update project website Update project plan																															
Deliverable Status: <table border="1"><thead><tr><th>Deliverable</th><th>Status</th><th>Completion / Approval Date</th></tr></thead><tbody><tr><td>Project Plan Document, Schedule, DEDs</td><td>Completed</td><td>1/20/06 /</td></tr><tr><td>Definition of Requirements</td><td>In progress</td><td></td></tr><tr><td>Business Case Preliminary Statement</td><td>In progress</td><td></td></tr><tr><td>Business Case Document</td><td></td><td></td></tr><tr><td>Alternatives Analysis & Recommendation</td><td></td><td></td></tr><tr><td>Solution: Conceptual Design</td><td></td><td></td></tr><tr><td>Solution: Work Plan</td><td></td><td></td></tr><tr><td>Solution: Risk Plan</td><td></td><td></td></tr></tbody></table>					Deliverable	Status	Completion / Approval Date	Project Plan Document, Schedule, DEDs	Completed	1/20/06 /	Definition of Requirements	In progress		Business Case Preliminary Statement	In progress		Business Case Document			Alternatives Analysis & Recommendation			Solution: Conceptual Design			Solution: Work Plan			Solution: Risk Plan		
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Issues/Notes:																															
Management Action Required: Signoff of Project Plan document																															
Attached Documents:																															